

Plans and Specifications for Invasive Species Treatments within the Mid-Michigan Cooperative Invasive Species Management Area

Contact:

Erin Pavloski, Regional Invasive Species Coordinator
Ingham Conservation District
1031 West Dexter Trail
Mason, MI 48854
erin.jarvie@macd.org
(517) 676-2290 ext. 2

Deadline to submit bids is Monday, June 3, 2019.

Submit bids by email or mail using the addresses above.

Project Description and Sites:

The Mid-Michigan Cooperative Invasive Species Management Area (MM-CISMA) covers Clinton, Eaton, Ingham, and Ionia counties, and is a partnership of over 30 organizations, including local municipalities and non-governmental organizations. The county conservation districts collaborate to carry out a majority of the MM-CISMA's tasks, with day-to-day coordination occurring at Ingham Conservation District in Mason, MI. The MM-CISMA is funded in part by the Michigan Invasive Species Grant Program (MISGP), through the Departments of Natural Resources, Environment, Great Lakes, and Energy, and Agriculture and Rural Development (www.michigan.gov/invasives).

The MM-CISMA is targeting its priority species of invasive phragmites, and Japanese knotweed.

Project Timeline and Work Plan:

Project Task	Proposed Timeframe	Responsible Party
Develop treatment plans	June-July 2019	Contractor
Obtain required State permits	Present – August 2019	MM-CISMA/Ingham CD
Complete Fred Meijer Clinton-Ionia-Shiawassee (CIS) Trail Treatment Application– Treatment details for DNR approval	July 2019	Contractor and MM-CISMA/Ingham CD
Obtain property owner permission to treat	Present – August 2019	MM-CISMA/Ingham CD
Treat Japanese knotweed populations Post provided signage prior to treatment, document each treatment, including the pre-treatment conditions (e.g., size and density of species in area, weather, etc.) and treatment details (e.g., herbicide type and amount used, etc.)	August-September 2019	Contractor

Submit required documentation (as outlined in specifications below) to MM-CISMA one week after knotweed treatments are completed		
Treat invasive phragmites populations Post provided signage prior to treatment, document each treatment, including the pre-treatment conditions (e.g., size and density of species in area, weather, etc.) and treatment details (e.g., herbicide type and amount used, etc.) Submit required documentation (as outlined in specifications below) to MM-CISMA one week after phragmites treatments are completed	August-October 2019	Contractor
30 days following each species treatments	Insert data to MISIN Treatment Tracker	MM-CISMA/Ingham CD
Remove treatment signage	End of October 2019	MM-CISMA/Ingham CD

Contractor Qualifications:

Qualified contractors must have documented experience conducting invasive species treatments via use of herbicide for any or all species: Japanese knotweed, Bohemian knotweed, giant knotweed, and phragmites. Contractors must hold and provide a copy of a valid Pesticide Applicator Certification through the Michigan Department of Agriculture and Rural Development and act in accordance with the agreed-upon contract, including following provided [decontamination steps](#) in-between treatment sites. Contractors must provide all necessary treatment and safety equipment and have licensed equipment operators. Contractor will maintain their equipment to be in proper working condition and provide the MM-CISMA/Ingham Conservation District with a copy of their Spill Management Plan and Drift Management Plan.

Owners Right to Reject Proposals:

The MM-CISMA/Ingham Conservation District reserves the right to reject proposals submitted from contractors who do not meet the Contractor Qualifications listed above.

Project Sites and Details:

Treatment of invasive species may occur anywhere within the MM-CISMA covering Clinton, Eaton, Ingham, and Ionia counties.

Project Control and Reports:

- a. The contractor will carry out this project under the direction and control of the Mid-Michigan Cooperative Invasive Species Management Area. Erin Pavloski, Regional Invasive Species Coordinator will be overseeing the project and can be reached at (517) 676-2290 ext. 2 or erin.jarvie@macd.org.
- b. The contractor must contact the Regional Invasive Species Coordinator within 5 business days after the contract is awarded to provide an approximate schedule of work start and end dates.
- c. The contractor will provide data and fill out necessary paperwork to complete treatments on State of Michigan Department of Natural Resources trails.
- d. Once work begins on a site, the contractor will keep the Regional Invasive Species Coordinator informed of the progress of the work on a daily basis and any real or anticipated problems (equipment breakdowns, injuries, landowner discussions, etc.) as they arise. The contractor will also inform the Regional Invasive Species Coordinator of any long-term breaks in work (longer than one week) during the course of the project. The contractor will notify the Regional Invasive Species Coordinator when they believe they are approximately 48 hours away from expected completion of the project.
- e. All equipment must be cleaned and decontaminated of plant material prior to the start of this project and prior to being moved between work locations. All equipment must be removed from the site within one week following the completion of work under this contract. A [decontamination guidelines document](#) will be provided to the contractor.
- f. Within one week following the completion of each species treated, the contractor shall submit an Excel file of all treatment data, including species treated, latitude and longitude of location, control method, chemical name, percent concentrated, application method, gallons used, ounces per gallon used in mix, acres treated, equipment used, and weather data.

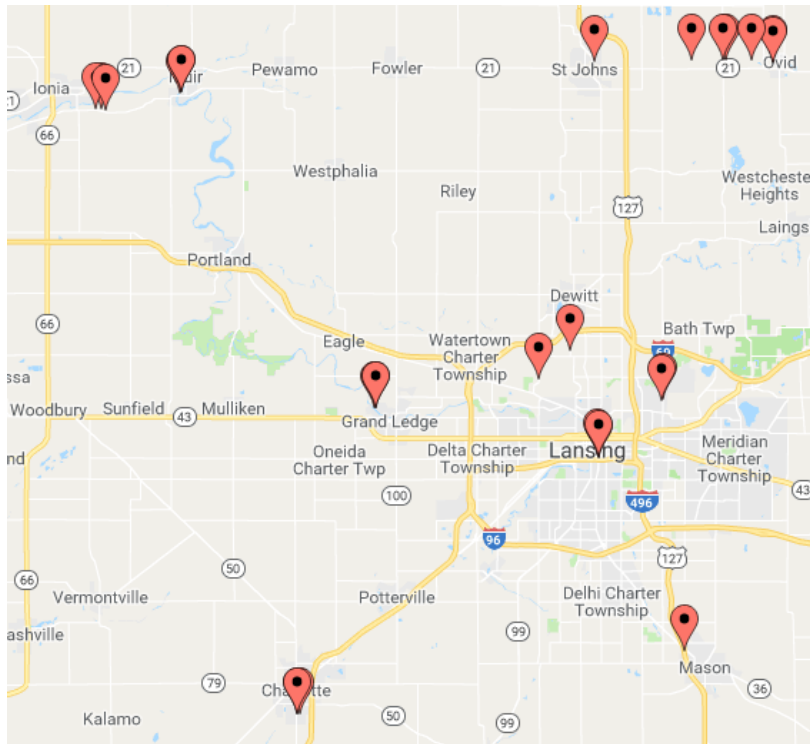
The contractor is also required to submit electronic GPS polygons/tracks of all plots treated on a weekly basis while work is underway.

The above reports shall be sent by email to:

Erin Pavloski, Regional Invasive Species Coordinator
Mid-Michigan Cooperative Invasive Species Management Area
Ingham Conservation District
1031 W. Dexter Trail, Mason, MI 48854
erin.jarvie@macd.org

Treatment Locations:

There are 26 Japanese knotweed locations:



Species	County	Location	Latitude	Longitude	Area	Type
Japanese knotweed	Clinton	CIS Trail E of US 127 BUS	43.00496	-84.55	Individual/few	Trail
Japanese knotweed	Clinton	CIS Trail E of North Shepardsville Road	43.00564	-84.4253	~0.5 acres	Trail
Japanese knotweed	Clinton	CIS Trail, farther E of North Shepardsville Road	43.00588	-84.399	Individual/few	Trail
Japanese knotweed	Clinton	CIS Trail E of North Shepardsville Road	43.00574	-84.4235	Less than 1000 sq. ft.	Trail
Japanese knotweed	Clinton	CIS Trail, halfway between N Chandler and N Shepardsville Roads	43.00553	-84.4561	Individual/few	Trail
Japanese knotweed	Eaton	Fitzgerald Park- by water treatment	42.7615	-84.7601	~0.5 acres total at Fitzgerald Park	Park
Japanese knotweed	Eaton	Fitzgerald Park- by water treatment	42.76131	-84.7598		Park
Japanese knotweed	Eaton	Fitzgerald Park- by water treatment	42.76162	-84.7605		Park
Japanese knotweed	Ingham	Cherry Hill Park, Lansing, The Grand Fish landing along the Grand River	42.72744868	-84.54613969	<0.1 acres	Trail
Japanese knotweed	Ingham	Under 496 bridge on Grand River	42.72560176	-84.54576552	<0.1 acres	Trail
Japanese knotweed	Ionia	Hazel Devore Park, Lyons, MI	42.98331	-84.9464	~0.1 acres	Trail/River
Japanese knotweed	Ionia	Lyons, MI	42.98357	-84.9466	Individual/few	Trail/River
Japanese knotweed	Ionia	Lyons, MI	42.98248	-84.9482	Individual/few	Trail/River
Japanese knotweed	Ionia	Lyons, MI	42.97073	-85.0192	Individual/few	Trail/River
Japanese knotweed	Ionia	Lyons, MI	42.97198	-85.0289	Individual/few	Trail/River
Japanese knotweed	Ionia	Lyons, MI	42.97119	-85.0227	Individual/few	Trail/River
Japanese knotweed	Clinton	Airport Rd. 3: immediately next to Airport at top of S-curve, Lansing	42.78080503	-84.60259418	~0.6 acres	Roadside
Japanese knotweed	Clinton	Dewitt Rd east ditch north of Stoll Rd, DeWitt	42.80138061	-84.57226331	~0.3 acres	Roadside

Japanese knotweed	Eaton	Bennett Park – Charlotte	42.54524459	-84.83507004	<0.1 acres	Park
Japanese knotweed	Eaton	Large site at Bennett Park - Charlotte	42.5447	-84.8327	0.58 acres	Park
Japanese knotweed	Eaton	Charlotte, Behind old courthouse	42.54494167	-84.83509594	<0.1 acres	Park
Japanese knotweed	Clinton	City of Ovid	43.00326676	-84.37811337	~1.5 acres total	Trail/River
Japanese knotweed	Clinton	City of Ovid	43.00424832	-84.37808722		Trail/River
Japanese knotweed	Ingham	Mason in coordination with MDOT along 127	42.58928329	-84.46233244	~ 1 acre	ROW/private
Japanese knotweed	Ingham	City of East Lansing	42.7663994	-84.4848022	~0.3 acres	Abbot Road Park
Japanese knotweed	Ingham	City of East Lansing	42.766903	-84.483278	~0.2 acres	Aquatic Center Drive

For CIS Trail Knotweed Treatments:

Knotweed treatments may be done with the chemical Milestone at the minimum effective rate and according to the manufactures label IF no oak trees or landscape trees are within 200 feet of the treatment area. If the treatment area is within 200 feet of an oak or landscape trees, the required herbicide is Clearcast® at a mix concentration of 5% by volume. The techniques used may be foliar spray or injection. A non-ionic surfactant shall be used with all treatments. Any other chemicals used, or experimental concentrations or techniques attempted, must be approved by the DNR, Stewardship Unit prior to application.

Treatment shall take place at flowering or as flowers are fading (September). All herbicide treatments must be according to label specifications and applied by a certified commercial pesticide applicator. Proof of certification in appropriate categories will be required. Overspray onto non-target vegetation and/or soil as well as runoff of the herbicide into the ground or water must not occur.

There are 9 overall invasive phragmites locations:



Species	County	Location	Latitude	Longitude	Area	Type
Phragmites	Clinton	In ditch next to golf course.	42.80473128	-84.52318678	A- 0.25 acres	Roadside
Phragmites	Clinton	Along Peacock Road	42.82447192	-84.37198989	B- 0.02 acres	Roadside
Phragmites	Eaton	Woldumar Nature Center- Prairie Trail	42.68732	-84.6359	C- 0.5 acres	Park/Trail
Phragmites	Eaton	Woldumar Nature Center- Prairie Trail	42.68757	-84.6353	D- 0.2 acres	Park/Trail
Phragmites	Eaton	Along entire shoreline of Crandell Lake in Crandell Park- Charlotte	42.55404714	-84.77804738	E- ~6 acres	Park
Phragmites	Clinton	CIS Trail by N Lowell Road	43.00409	-84.6366	F- 0.02 acres	Trail
Phragmites	Clinton	In ditch along west side of Wood Road	42.77596109	-84.52312324	G- 0.25 acres	Roadside
Phragmites	Clinton	Patches in Clinton Lakes County Park– St. Johns	43.055139	-84.586694	H, I (sites close together)- ~1.25 acres total	Park
			43.055611	-84.592222		
			43.055222	-84.595028		
Phragmites	Clinton	Small patch along dike on Park Lake, Oak Island, Bath Township	42.78402	-84.44303	J- less than 1000 sq. ft.	Park
Phragmites	Clinton	Small patch along dike on Park Lake, Oak Island, Bath Township	42.784833	-84.444675	K- less than 1000 sq. ft.	Park
Phragmites	Ingham	Okemos along Jolly Road	42.68327	-84.45837	L- ½ acre to 1 acre	Roadside/natural area

For CIS Trail invasive phragmites treatments:

Glyphosate and Cygnet Plus are the only approved herbicides for use under this permit. Treatments should occur between August 15 and September 30 after plants have fully tasseled and before the first killing frost.

The permittee will take all reasonable precautions to ensure invasives are properly identified and non-target damage does not occur.

All herbicide treatments must be according to label specifications and applied by a certified commercial pesticide applicator. Overspray onto non-target vegetation and/or soil as well as runoff of the herbicide into the ground or water must not occur.

Treatment locations are subject to change.

Bid Submission: Your firm is invited to submit a bid using the bid forms within this document. The Mid-Michigan CISMA/Ingham Conservation District will receive bids, delivered via email to Erin Pavloski at erin.jarvie@macd.org or by mail to Mid-Michigan CISMA, Ingham Conservation District, 1031 W. Dexter Trail, Mason, MI 48854, until noon, local time, on June 3, 2019, when all bids duly received will be opened. The Mid-Michigan CISMA/Ingham Conservation District reserves the right to cancel this Invitation to Bid (ITB) or change the date and time for submitting bids at any time before the established date and time for bid opening. The Mid-Michigan CISMA/Ingham Conservation District and the contractor may agree to extend the bid hold period; however, any such extension must be based upon no increase in the bid price and/or contract time. It is the bidder's responsibility to ensure their submission was received on time. This can be done by calling the Mid-Michigan CISMA/Ingham Conservation District at (517) 676-2290 prior to the bid deadline.

Contact Person – All requests or inquiries concerning the bidding documents or the work must be addressed to: Mid-Michigan CISMA – Erin Pavloski – 1031 W. Dexter Trail, Mason, MI 48854, by phone at 517-676-2290 ext. 2, or by email to erin.jarvie@macd.org. Questions will be accepted until local time of bid opening.

Award: Subject to any agreed extension of the period for holding bids, bids must remain valid for acceptance by the Mid-Michigan CISMA/Ingham Conservation District after bid opening. In addition, the Mid-Michigan CISMA/Ingham Conservation District expressly reserves the right, within the Mid-Michigan CISMA/Ingham Conservation District's sole discretion, to reject any or all bids, to waive any irregularities, to issue post-bid addenda and re-bid the Work without re-advertising, to re-advertise for bids, to withhold the award for any reason the Mid-Michigan CISMA/Ingham Conservation District determines and/or to take any other appropriate action. The Mid-Michigan CISMA/Ingham Conservation District intends to award the contract to the responsive and responsible best value bidder.

Bid Security: A performance bond, bid bond and/or payment bond may be required after bid opening. The Mid-Michigan CISMA/Ingham Conservation District will contact the successful bidder before the award is made, if required.

Invoicing: The contractor will submit an invoice following the completion of treatment that will include the actual acres treated and a description of the areas on each treatment date. Payment will be made

net (90) days after all treatment is completed. The contractor shall not be paid for any work found by Mid-Michigan CISMA/Ingham Conservation District or its partners to be unsatisfactory.

Liability Requirements: The contractor shall provide a Certificate of Liability Insurance which lists the Mid-Michigan Cooperative Invasive Species Management Area/Ingham Conservation District as additional named insured.

Ownership of Documents and Data: All right, title, and interest, including without limitation copyright, in any reports, studies, photographs, software, drawings, designs, writings or other works or documents produced under this contract, along with all drafts, versions and other material created in connection therewith (collectively the "Works"), are "works made for hire" as defined under the copyright laws of the United States. To the extent that any Works are not works made for hire, the contractor hereby unconditionally assigns to the Mid-Michigan CISMA/Ingham Conservation District and its successors all right, title and interest, including without limitation copyright and other intellectual property rights, in and to the Works. The contractor further assigns to the Mid-Michigan CISMA/Ingham Conservation District all rights in any supporting data and material to the extent not protected by copyright and to the extent assignable. Upon request from the Mid-Michigan CISMA/Ingham Conservation District, the contractor shall deliver (i) all tangible copies (including digital copies) of any Works, supporting data or material. The contractor may use the Works, supporting data and material only with the prior written approval of the Mid-Michigan CISMA/Ingham Conservation District, and any use shall include an acknowledgment that the material used is the property of the Mid-Michigan CISMA/Ingham Conservation District. The contractor warrants and covenants to the Mid-Michigan CISMA/Ingham Conservation District that the contractor shall not infringe the intellectual property rights of others in the performance of this contract, and that the Works are original to the contractor and do not infringe the intellectual property rights of others. The contractor shall indemnify and hold harmless the Mid-Michigan CISMA/Ingham Conservation District and its affiliates and representatives from and against all demands, claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any action by a third party against the Mid-Michigan CISMA/Ingham Conservation District or its affiliates or representatives relating to the Works, supporting data or materials.

Indemnification and Release: The contractor agrees to defend, indemnify and hold harmless the Mid-Michigan CISMA/Ingham Conservation District, its affiliated conservation districts, and all of its officers, employees and agents, from and against all damages, suits, actions, judgments, costs, charges, expenses, attorney fees, and consequences of any liabilities, of any nature, from events arising directly or indirectly out of performance of the contractor's employees or contract personnel under this agreement. Further, the Mid-Michigan CISMA/Ingham Conservation District shall have the right to offset against any payments owing to the contractor any such costs, expenses, liabilities, or other charges, and the exercise of such rights shall not be considered a default in the payment of any amount owed. Mid-Michigan CISMA/Ingham Conservation District shall not be liable for injury or damage suffered by the contractor or its employees or contract personnel arising out of the performance of any act of the agreement. The contractor hereby releases Mid-Michigan CISMA/Ingham Conservation District from any claims or demands the contractor may have of whatsoever kind and nature in manner arising out of any matter or thing related to this agreement.

The Mid-Michigan CISMA is an equal opportunity employer and program provider.

CONTRACTOR BID FORM:

Please submit all three pages

Submit Bid To:

Erin Pavloski, Regional Invasive Species Coordinator
Ingham Conservation District
1031 West Dexter Trail
Mason, MI 48854
erin.jarvie@macd.org

Bidder Information:

Name:
Company:
Street Address:
City, State ZIP:
Phone:
Email:

Deadline to submit bids is Monday, June 3, 2019 at 12:00 pm EST.

You may submit bids by email or mail to the addresses above.

Scope of Work: This is an invitation for a bid to provide all labor, materials and equipment needed (including any necessary equipment rental fees) to treat and complete reporting for the Mid-Michigan CISMA's priority invasive species: invasive phragmites and Japanese knotweed. Include all elements designated as a contractor responsibility in the work plan (pages 1 and 2) and specifications. Treatment sites can be located anywhere within Clinton, Eaton, Ingham, and Ionia counties. The project period is now through October 31, 2019.

Bid Proposal for Invasive Species Treatment within the MM-CISMA

Please fill in the following estimates and bid proposals. You may decline to bid on any species you do not wish to work on; leave bid form table blank and sign at bottom.

Japanese knotweed bid

Item/Service	Rate	Cost/Bid Amount
Labor	\$ _____ per person per hour Number of employees working _____ Number of hours per employee _____	
Mileage	\$ _____ per mile	
Equipment rental (list)		
Execute treatments		
(itemize as needed)		
Herbicide		
Other expenses		
(please specify)		

Total Amount of Bid: _____

Notes:

Contractor Signature

Date

Invasive phragmites bid

Item/Service	Rate	Cost/Bid Amount
Labor	\$_____ per person per hour Number of employees working _____ Number of hours per employee _____	
Mileage	\$_____ per mile	
Equipment rental (list)		
Execute treatments (itemize as needed)		
Herbicide		
Other expenses (please specify)		

Total Amount of Bid: _____

Notes:

Contractor Signature

Date